

Oklahoma Schools COVID-19 Prevention - Project 723 - Year Two Risk Assessment Monitoring Matrix

Criteria		Risk Level			Comments/Instructions
		Low	Moderate	High	
Pre-Award Risk Assessment					
1	Rating Assigned Prior to Award				Enter the risk level assessed in the pre-award risk assessment. Monitoring during the award should be conducted at this level until such time as the granting agency feels it may be modified.
February 2023 Mid-Year Performance					
2	COVID-19 Testing Plan and Consent Forms are filed:				
Low =	Acceptable - Plan Uploaded and Consent Forms on file				Assess the sub-grantee's compliance with COVID-19 Testing Plan and Verification of Consent Forms (minors and adults) on file.
Moderate =	No Plan Uploaded and No Consent Forms on file				
High =	No Plan Uploaded and No Consent Forms on file after prior communications sent				
3	Progress Reports are filed:				
Low =	On Time				Assess the sub-grantee's compliance with timely progress reporting.
Moderate =	Usually on Time				
High =	Consistently Late				
4	Progress is:				
Low =	Acceptable				Assess the sub-grantee's quality of progress to date. If there are concerns about the level of progress achieved, grantee should be ranked as moderate or high risk
Moderate =	Slightly Behind Schedule				
High =	Not Started or Significantly Behind Schedule				
5	Financial Reports are filed:				
Low =	On Time				Asses the sub-grantee's compliance with timely financial reporting.
Moderate =	Usually on Time				
High =	Consistently Late				
6	Quality of Financial Reporting:				
Low =	Acceptable/No Errors				Assess the sub-grantee's quality of financial reporting. If report contains errors or is incomplete, sub-grantee should be ranked moderate or high risk.
Moderate =	Minor Errors Detected				
High =	Numerous Errors Detected				
Total Score					

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Scoring: Assign 1 point for each Low ranking, 2 points for each Moderate ranking, and 3 points for each High ranking.

< 8 Points = Low Ranking

8-12 Points = Moderate Ranking

>12 Points = High Ranking

Low-Risk Sub-Grantees will be required to complete their mid-year and final grant evaluation.

Moderate-Risk Sub-Grantees will be required to complete one desktop review of all programmatic and financial reporting no later than May 31, 2023.

High-Risk Sub-Grantees will be required to complete two desktop reviews of all programmatic and financial reporting no later than May 31, 2023. The second desktop review should show improvement and progress made since the prior review. If warranted, an on-site review may occur. Backup documentation will be required.

